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APPENDIX V.

[Vide answer to starred question No. 811 asked by Sri P. G. Manickam at the meeting of the Legislative Assembly held on 3rd November 1958, page 395 supra.]

Report of the Official Language Act Implementation Committee.

1. (1) The basic consideration is that the introduction of Tamil as the language for conducting the official correspondence in any department should not result in any deterioration in the quality or pace of disposal of business in the department.

(2) Subject to the above consideration, Tamil should be introduced as the official language for correspondence in the various departments as soon as the arrangements necessary for the introduction of the change can be completed.

(3) In all offices (other than courts) for which English typewriters have not been sanctioned, Tamil could and should be introduced as the official language for correspondence as soon as the Standard Glossary referred to below is supplied to them.

(4) As far as other offices are concerned, the various departments should be taken up in convenient batches, the order of preference being based on the extent to which the general public, particularly the ryots in the villages, have to deal with them. The following departments may constitute the first batch :—

(*a*) Revenue Department, including the offices of the Block Development Officers and Project Executive Officers.

(*b*) Public Works Department (Irrigation).

(*c*) Agriculture.

(*d*) Hindu Religious and Charitable Endowments.

(*e*) Education.

(*f*) Local Bodies.

(*g*) Co-operative.

Courts other than village courts must obviously constitute the last batch as they can taken up only after we have the translations of the various Acts and all legal points can be expressed with precision in Tamil.

In respect of each department, the Committee will, in consultation with the Head of the Department report to the Government the date from which the scheme should be introduced in that department and the necessary notification under section 4 of the Madras Official Language Act may thereupon be issued. The departments in the first batch may be taken up in the order indicated above.

(5) The Glossary as finalised by the Committee set up by the Madras Presidency Tamil Sangam, Tirunelveli, with the approval of the Government is quite suitable and may be approved subject to some slight revision. This revision will be carried out on receipt of the orders of the Government on the report which the Committee is submitting separately on the alphabet.

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(6) The Glossary referred to above has been prepared by a strong and representative Committee and is the final product of labour extending over three years. A Glossary of this kind can be perfected only in course of time, as the scheme of use of Tamil as the official language in Government offices makes progress. It is impossible to produce a perfect and universally acceptable Glossary now, and any attempt to produce such a Glossary will only result in delay in the introduction of the official language. The Sangam's Glossary is quite good enough to start with, and it has been carefully designed from the point of view of immediate utilisation in Government offices.

(7) This Glossary is quite adequate for use in the Revenue Department. It covers most of the general administrative terms and may therefore be adopted as a Standard Glossary for all departments. Copies of the Glossary should accordingly be printed and distributed even now to all offices in all departments including local bodies and courts, without waiting for the introduction of the scheme in a particular office or department.

(8) Many of the departments have to use not only general administrative terms but also technical terms peculiar to them. It is, therefore, necessary that each depatment should have its own supplementary Glossary. The Head of the Department concerned should have this Glossary prepared with the assistance of a selected Gazetted Officer of his department and the supplementary Glossary as prepared by him should be sent to the committee for being scrutinized and finalised for printing and distribution.

(9) The head of each department in which the scheme has been introduced should send a quarterly report to the Committee reviewing the working of the scheme during the previous quarter and describing any difficulties experienced and how they were solved and enumerating the difficulties still remaining to be solved. Along with their review, the Head of the Department should send to the Committee two lists—one containing his suggestions, if any, for improving the existing Glossary and the other containing terms which have been omitted in the existing Glossary and suggesting the Tamil equivalents for them. The Committee will scrutinize these lists and approve them subject to the modifications which it considers necessary.

But, meanwhile, each office in which the scheme has been introduced should go on using the existing Glossary in respect of terms occurring in it, and adopting the best equivalents it can think of for terms not covered by the existing Glossary. All the reviews forwarded by the Heads of Departments will be reviewed by the Committee and submitted to the Government with its comments and suggestions.

(10) The Committee has requested Sri M. Ananthanarayanan, I.C.S., to translate the District Office Manual into Tamil. This Tamil version should also be printed and distributed to all offices without waiting for the introduction of the scheme in them.

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(11) The keyboards now in use in Tamil typewriters which are available in the market are defective. The Committee is also not satisfied with the keyboard suggested by the Keyboard Standardisation Committee set up by the Director of Public Instruction. The Committee has, therefore, evolved an improved keyboard to be used in Tamil typewriters. Sri P. R. Ramaswami Ayyangar, Proprietor, Bharat Typewriting Institute, Madras, has suggested, for consideration, another keyboard which involves fewer deviations from the existing keyboards. The Committee is arranging to get a few typewriters with these improved keyboards, and after testing them thoroughly, it will submit its recommendation to the Government as to the standard keyboard to be adopted for Tamil typewriters. If such an improved keyboard is accepted by the Government, arrangements will have to be made to obtain supplies of typewriters fitted with this standardised keyboard and all typists required for Government offices should be trained on the use of the new machine.

(12) The existing facilities for training in Tamil typewriting are inadequate. Arrangements will, therefore, have to be made for Government themselves to run typewriting institutes at the headquarters of each district for training the typists required for the offices in that district. In selecting the persons for this training, preference may be given to the existing English typists. In order to secure the necessary number of Tamil typists, a special Tamil typewriting allowance will have to be given over and above the time-scale of pay.

(13) It is only after the necessary number of Tamil typists have been so trained and Tamil typewriters supplied, that the scheme can be introduced. The trainee may be paid travelling allowance for the journey from their respective stations to the place of training and for the journey back to the offices to which they are posted after the training. The training may take about four months. All the persons who are given the training in Tamil typewriting will be treated as being on duty during the period of their training.

(14) As a general rule, even after the introduction of the scheme, some correspondence will have to be carried on in English. In offices to which English typewriters have been supplied, some of these machines and English typists to type on them, will therefore have to be kept on and the requisite number of Tamil typewriters also supplied. The appointment of the extra typists involved in this proposal may be on a temporary basis and the position reviewed after three years.

(15) Even when Tamil is introduced as an official language in an office, a cent per cent change over to Tamil cannot be achieved. English will have to be retained for certain purposes, though the extent of the use of English will be reduced to the minimum and it may be expected to decrease gradually. For example, in Taluk offices, reports on suit notices and suits will have to be sent in English till the translation of the Acts concerned

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has become available and the staff can deal with legal matters with the precision necessary. Discretion may therefore be given to the District Officer of the department concerned to permit, subject to the approval of the Head of the Department, the use of English to the extent to which it is found unavoidable. What matters most, and what can, and should be insisted on, is that, in every office in which the scheme has been introduced, all communications or orders issued to the general public or to private individuals should be invariably in Tamil. If this is achieved, the public will have no cause for complaint and the main object of the Official Language Act will have been secured. The extent to which correspondence with other offices of the same department or with other departments is unavoidably carried on in English is an internal matter concerning only the Government departments and public are not directly concerned with the question. In this view, some discretion, as indicated above, may be allowed. In regard to noting in the offices in English, particularly in matters on which the staff are unable to note in Tamil with sufficient quickness and precision, the head of the office may be allowed to exercise his discretion. These indulgences can, and will, be gradually withdrawn as the staff acquire experience in quick and precise noting and drafting in Tamil.

In regard to quasi-judicial orders or appellable orders, the order may be in English but the gist of it in Tamil may be communicated along with a copy in English if the party is entitled to a free copy of the order, or if he is not so entitled, he may be left to apply separately for a certified copy of the order in the usual course.

(16) *Translation of Departmental Codes, Manuals and Forms.*—This translation work is obviously most important and may be commenced as soon as the arrangements for starting the work can be made, and printed copies of the Standard Glossary are available for supply to the Translators. The programme for the translations should obviously be based on the programme for the introduction of Tamil as the official language in the various departments. But it is not at all necessary to hold up the introduction of the scheme in any department, pending the translation of the codes and manuals with which that department is concerned. These translations also should use the terms in the approved Government Glossary. The Head of each Department should send to the Committee the forms to be translated and also a list showing, in the order of importance, the code and manuals which should be translated.

As there are numerous codes and manuals to be translated, there should at least be six Translators, three of whom may be officials and the rest non-officials. The number of non-officials may be increased if the Senior Translator to Government cannot spare even three official Translators, to serve on the Board. The Translators will work under the immediate supervision of the Committee's Secretary. The Secretary will distribute the work among the Translators from time to time. The translation prepared by each Translator will be sent to a suitable retired officer of the department

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concerned for scrutiny as to whether the translation has brought out the instructions in the codes and manuals correctly. (Retired officers are suggested as officers still in service cannot attend to the work whole time, and this would mean delay.) The retired officer will forward the translations after his scrutiny to the Committee which will scrutinize the translation in a general way and finalize it. The non-official Translators may be paid a remuneration at the rate of so much per page of printed matter. A similar but smaller remuneration may be paid to the scrutinizing retired officer to the extent to which this is found necessary. The official Translators need be paid only the salaries which they would otherwise have drawn but for their deputation for this special work.

(17) The translation of the Acts, Statutory rules and orders, may be taken up after the translation of the codes, manuals and forms. It may be taken up earlier, if, in any particular case, it is found essential to have these translations also earlier.

(18) The Committee's correspondence work is bound to increase steadily. For this work, as well as for collecting the relevant statistics from the various departments and for assisting in the drafting of the reports to the Government, it is necessary that the Committee should have a whole-time Secretary with immediate effect. The Secretary should be an experienced Deputy Collector. In view of the great difficulty experienced now-a-days in finding Deputy Collectors for the more important posts in the administrative set-up, a good retired Deputy Collector may be selected for appointment as the Committee's Secretary. This arrangement will not only be convenient for the reason just mentioned, but will also be economical to the Government, as the extra expenditure to the Government will only be the difference between the last pay drawn by the officer while in the Government service and his pension. The Secretary must naturally have the same status as Assistant Secretaries to the Board of Revenue, and may be paid, like them a special pay of Rs. 50 per mensem besides the Madras House Allowance. The Secretary should have an adequate staff which, for the present, may consist of one upper division clerk, one stenographer and two peons.

(19) It is also very desirable that, from the date on which the scheme is introduced in the very first department, viz., the Revenue department, there should be another Gazetted Assistant working under the Committee. He should be a touring officer responsible for visiting the offices in each district in which the scheme has been introduced, study on the spot any difficulties experienced and help to solve them to the extent he can, and report to the Chairman of the Committee the results of his inspections. For this post also, a suitable retired officer will be adequate, and will be recommended to the Government for consideration in due course.

(20) It is obvious that this Committee will have work for many years in pushing through the scheme, in consultation with the Heads of Departments as quickly as possible, and dealing promptly with the difficulties reported by them. The Committee may therefore be

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recognized as a Standing Committee, changes in personnel being made when the existing members are not available owing to absence on leave, or on other duty or retirement. The Chairman of the Committee may always be a Member of the Board of Revenue. The Director of Information and Publicity may be added as a member of the Committee. It is appropriate that this addition should be made.

(21) It would be of great educative value from the point of view of the use of Tamil as official language in the Government offices, not only to the general public but also the officers and staff in all departments, if, when important Government Orders and Press Notes are issued, approved translations of those orders and Press Notes in Tamil are issued by the Government simultaneously or almost immediately after the issues of the orders and Press Notes in English. The Heads of Departments and the Heads of offices may be asked to adopt a similar procedure in respect of any similar order issued or announcement made by them. These official translations should also use the terms in the approved Glossary.

(22) Though, to begin with, Tamil will be introduced as an official language only in offices below the level of the Heads of Departments, it is desirable to supply one Tamil typewriter to each Head of Department also and sanction one Tamil typist from the date of introduction of the scheme in the department. This will enable the Head of the Department to issue Tamil translations of important orders and announcements as suggested in paragraph (21) above and also to send out communications and orders in Tamil, at least in some cases, to private parties. The Head of the Department can easily specify the classes of cases in which such communications and orders should be sent out in Tamil and thus ensure that the Tamil typewriter and the Tamil typist sanctioned for his office are fully utilized. This arrangement will also have some educative value for the staff in the offices of the Heads of Departments.

(23) It will be appropriate, that, as soon as the supply of Tamil typewriters to Government offices commences, one Tamil typewriter should be supplied to the personal staff of each Minister, so that personal communications from Ministers to non-officials may be sent out in Tamil as far as possible. With reference to the quantum of work involved in personal communications from the Minister, the question as to whether the Tamil typewriter should be an additional typewriting machine supplied to the Minister's personal staff or whether it may replace one of the existing English typewriters supplied to that staff may be decided.

2. The programme of work for 1957–58 will be—

(i) Printing and distribution of the Standard Glossary and of the Tamil translation of the District Office Manual to all offices.

(ii) Introduction of Tamil as the language for conducting official correspondence in all offices for which English typewriters have not been sanctioned.

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(iii) Standardization of the key-board for the Tamil typewriters and making definite arrangements for the supply of Tamil typewriters to Government offices.

(iv) Making good progress with the preparation of the supplementary Glossaries for the various departments.

(v) Making good progress with the translation of the departmental Codes, Manuals and Forms.

(vi) Starting Government Typewriting Institutes in districts for training Tamil typists for Government offices.

3. In 1958–59, Tamil will be introduced as the official language for conducting correspondence in the remaining offices, in as many departments as possible out of those constituting the first batch.

APPENDIX VI.

[Vide answer to starred question No. 812 asked by Sri S. Lazar at the meeting of the Legislative Assembly held on 3rd November 1958, page 397 *supra*).

Statement showing the programme of work for 1958–59 *drawn up at the Conference of Agricultural Officials held at Tiruchirappalli on 7th April* 1958.

Serial number and name of scheme.	*Unit.*	*Targets.*	
		Area covered (acres.)	*Additional production anticipated (Tons.)*
(1)	(2)	(3)	(4)
1 Filter-point wells	95 wells	1,525	762½
2 Tractor Hiring Bull-dozing	3,000 hours of bull dozing.	500	250
3 Fertilizer distribution (Board of Revenue (FP).	17,550 tons ..	1,75,500	21,350
4 Green manure	100 tons ..	7,800	780
5 Rural Compost	6,250 tons ..	1,250	156
6 Urban compost	39,100 tons ..	7,820	977
7 Development of local manurial resources	5,200 tons ..	1,040	130
8 Distribution of improved seeds of			
Paddy.	1,125 tons ..	57,240	5,724
Millets	100 tons ..	17,590	413
Cotton	680 Mounds ..	6,000	750 (bales)
Groundnut	..	8,500	383
Gingelly	..	8,000	128
Castor	..	3,000	150
9 Japanese method of paddy cultivation.	..	3,00,000	17,946
10 Plant protection	..	17,500 (and 5,480 trees.)	1,750 maunds.
11 Distribution of improved implements.	2,000 numbers ..	..	..
12 Fruit plants	10,000 numbers ..	200	..
13 Coconut Seedlings	1,750 numbers ..	..	..
14 Vegetable seeds distribution	53 lbs.	159	..
15 Planting of Economic Trees	1,30,000 numbers.	..	..
16 Demonstration plots	5,000 numbers ..	..	..

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